

Utah Division of Arts & Museums Web Accessibility Project Manager

Position Purpose

This person will be implementing accessibility standards on our existing website that has been built in Wordpress using X-Theme and Cornerstone.

Key Responsibilities

Consulting and Training

- Perform accessibility audit of agency website
- Establish guidelines, best practices, and standards related to designing and maintaining accessible website and online materials
- Work in collaboration with the Utah Department of Technology Services, the Utah Division of Arts & Museums Communications Manager, the Utah Division of Arts & Museums Accessibility Coordinator, and the Department of Heritage & Arts Marketing Director
- Develop and implement training for staff on web accessibility standards

Design and Production

- Work with staff website managers to develop accessible templates and tools for web production
- Oversee captioning resources for videos published on agency websites
- Identify, implement, and oversee tools for monitoring website accessibility
- Ensure functionality and ease of searching for content

Skills & Knowledge

- Extensive knowledge and experience with Wordpress, especially in creating templates
- Extensive knowledge and experience with assistive technologies, such as JAWS, VoiceOver, Dragon NaturallySpeaking
- Extensive knowledge and experience with WCAG V2.1 (levels A and AA)
- Experience with accessibility audit and quality assurance tools and processes
- Strong organizational and project management skills
- Effective written and oral communication skills
- Demonstrated ability to effectively and independently lead projects to completion
- Familiarity with disability law, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504)

Experience (at least three years in the following):

- Web design and production experience
- Web accessibility analysis, design, and development experience
- Experience creating responsive and accessible design for disability communities
- Experience working effectively in highly collaborative environments

Education

- Bachelor's degree in information technology/systems, graphic design, human-computer interaction, or related field preferred

Salary: \$30-\$39
Opening Date: March 8, 2021
Closing Date: March 22, 2021
Schedule: Part-time (<30 hours per week)
Benefits: This position does not receive benefits
Address: This position is remote

To Apply: Please submit a cover letter, résumé including three references, and two URLs of your work to Alyssa Hickman Grove, UA&M Communications/Marketing Manager: agrove@utah.gov